



# Kennewick Police Department



## Training Announcement

# Essential Management Skills <sup>(c)</sup>

*Enhance Your Management Effectiveness*

Produced and facilitated by

**C-D-L Training**

**When:**

**June 19-20, 2013**

*8:30 A.M. – 4:30 P.M. both days*

**Registration Fee: \$349\*\*** (\$379 after June 10)

**Location:**

**Kennewick Police Department**

**211 W. 6th Avenue**

**Kennewick, WA 99336**

## Description

This highly interactive, two-day workshop will provide skills and concepts that are immediately useable on the job to enhance individual and team performance. Based on a national Top 100 Training Award Course, the pacing is active and engaging with lots of class participation, personal reflection, skill-practice, planning, which develops commitment to use the newly acquired skills on the job immediately. Topics include leveraging style differences to enhance your influence, developing and sustaining a high performing team, and confidently dealing with difficult or under-performing employees.

## Who should attend?

People new to a supervisor or manager role will gain valuable insight and skills that are immediately applicable on the job. Experienced managers will gain added insight to how they approach staff engagement and unit productivity.

**World class leadership development workshops and coaching at an affordable price.**

## When you participate in this seminar, you will:

- Learn **10 success** ingredients for establishing and maintaining a highly engaging work place.
- Know the **number one skill to maximize productivity** in your work unit.
- Practice leadership concepts to more effectively **coach** your team members.
- Learn how to stay in the **Communication Effectiveness Zone**.
- Gain skills to deal more effectively with **conflict**.
- **Apply skills** to work effectively with under-performing employees.

## Registration

To register for this workshop and for additional related information, please contact Don Read with C-D-L Training at 509-999-1973 or email [donread1@charter.net](mailto:donread1@charter.net).

For questions, please contact Officer Duane Kist at 509-582-1358.

**\*\***-For Law Enforcement agency employees, a special registration fee of \$249 will be honored.

**WORKSHOP REGISTRATION FORM**  
***Essential Management Skills***

**June 19-20, 2013**

**8:30 – 4:30 P.M., both days**

**At Kennewick Police Department**

**Main Training Room 211 W. 6<sup>th</sup> Avenue, Kennewick, WA 99336**

**NAME(s) :**

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**Street address:**

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**City State Zip**

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**PHONE:**

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**E-MAIL:**

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**Organization:**

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**Cost (per person):** ☐ **\$349.00** (\$379 after June 10, 2013)

Law Enforcement agencies special \$249.00

Make check payable to: **Challenge-Discover-Learn**

If using a credit card, we accept Mastercard and Visa. Please provide:

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Or** Send your organization's billing information to the address below and an invoice will be sent immediately upon completion of the workshop.

**Don Read**

***C-D-L Training***

**2894 Crosswater Loop**

**Richland, WA 99354**

**Phone: 509-999-1973 E-mail: [donread1@charter.net](mailto:donread1@charter.net)**

Please call us for special group pricing.